



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 7, 2014

Bobbi Nelson
718 18th Avenue
Coralville, Iowa 52241

Dear Bobbi,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have 30 days to get these items into compliance.

This letter is in regards to the March 7, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: During the spot check I observed flammable materials in close proximity to the furnace, you did not have smoke detectors placed in the living room, day care room or at the top of the stairway. These items need to be corrected no later than 3/14/14. There are other items determined to be out of compliance detailed in this letter.

How to correct: Correct and bring into compliance all items listed in this letter within the next 45 days.

☐ 110.5(1) m- Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

Reason determined out of compliance: I observed you had a 1A 10 BC rated fire extinguisher on the main floor which is the area you do your child care. You need to have a 2A 10 BC rated fire extinguisher

How to correct: Take the 2A 10 BC rated fire extinguisher you have in the basement and place it in a visible and readily accessible place on the main floor of your home.

☐ 110.5(1) n- Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Reason determined out of compliance: I observed that the following child-occupied rooms did not have a smoke detector in them: the living room, kitchen/day care room and at the top of the stairway from the basement.

How to correct: Place a smoke detector in each of these areas as soon as possible.

☐ 110.5(1) n- Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: You did not have documentation you test the smoke detectors batteries.

How to correct: Using the form you have for this to record the dates, check the batteries on your smoke detectors monthly.

☐ 110.5(1) u- The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Reason determined out of compliance: After reviewing your policy for this I noted it did not have information regarding separating sick children from the others in care.

How to correct: Add a sentence about separating a sick child in your care from the other children until they are picked up. I would suggest you add a statement the parents need to pick up a sick child within one hour of being notified.

☐ 110.5(1) v- The provider has written policies about responding to health-related emergencies.

Reason determined out of compliance: After reviewing your policy for this I noted it needs additional information with regard to calling 911 when an emergency arises, that you plan to use your training in first-aid and CPR to stabilize the child, and that you will not be transporting a child to the hospital.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a- A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance: I did not find physicals and immunization records for all family members.

How to correct: Get a copy of a physical for Emillie, Alec and Olivia dated within the past 24 months. Get a copy of immunization records for yourself and your husband or have the physician complete and sign the Provider Health Statement I left with you.

☐ 110.5(4) -The certificate of registration is displayed in a conspicuous place.

Reason determined out of compliance:

How to correct:

☐ 110.5(8) Children's Files

☐ 110.5(8) - An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive

conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Reason determined out of compliance: I did not find this information in any of the children's files.

How to correct: Whenever a child starts in your care make sure you get a physical dated within the past 12 months for their file and always retain this in their file. You should get a health history and make sure the parents give you information about any special conditions or allergies.

☐ 110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

Reason determined out of compliance: I did not find a current physical (done within the past 12 months) in seven children's files.

How to correct: Obtain a copy of a physical for these children dated within the past 12 months and place it in their file.

☐ 110.5(8) f- A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Reason determined out of compliance: You did not have eth relationship and phone number for the person's authorized by the parents to pick up their child.

How to correct: Add this information to the names of the people listed as authorized to pick up a child by the parent.

☐ 110.5(8) g- A signed and dated immunization certificate provided by the state department of public health.

Reason determined out of compliance: I did not find this information in the files for two children.

How to correct: The parents for these children can get a copy of the Iowa Dept. Public Health Immunization certificate from their doctor's office.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: April 25, 2014

X _____
Signature Date

Please do not hesitate to contact me at DHS at 319/892-6803 or toll free 319/534-3112 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 563/324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).